



allcove Project Manager

CoastPride is seeking a Project Manager to develop, launch, and administer the allcove model in Half Moon Bay. The model is an integrated mental health center for coastsiders, 12 – 25, and their families. Form more information about the allcove model, here is the link to the State's initiative:

<https://mhsoac.ca.gov/initiatives/allcove-youth-drop-in-centers/>

This person in this position will serve as CoastPride's representative to ensure the programs and services under CoastPride's management will be consistent with the local Youth Advisory Group (YAG) vision and adheres to the fidelity of the allcove model. This position will work to ensure that youth voice is at the forefront of the design and ongoing service delivery of integrated mental health programs by working closely with the YAG. This position will also work to ensure that the new allcove Half Moon Bay youth drop-in center (allcove) reflects the diverse needs of our coastside's youth and young adults and maximizes services, without duplication, by working closely with the Community Consortium, a group of over 25 nonprofits on the coast. allcove does not yet exist. This position will have the exciting opportunity to be part of a team that makes the allcove model a reality in Half Moon Bay.

This position reports directly to the Executive Director of CoastPride.

RESPONSIBILITIES

- Overseeing the development, implementation, and operation of allcove by:
 - Seeking and negotiating contracts and memoranda of understanding with potential service providers.
 - Seeking potential sites for allcove and negotiating a lease.
 - Drafting policies and procedures to operate allcove.
 - Coordinating the recruitment, selection, and training of personnel; motivating and evaluating assigned personnel; monitoring performance to ensure safe work practices and quality of care standards; ensure compliance with applicable regulations, policies, and procedures.
 - Overseeing contractors and consultants and ensuring that they meet contractual obligations and data/reporting requirements.
 - Supervising and directing the Educational Coordinator and ultimately supervising the nonclinical workflow and other staff at allcove.

- Drafting grants, reports, contracts, budgets, presentations, etc.
- Marketing, Outreach, Facilities, IT, Purchasing, Invoicing, Scheduling, Event Planning, etc.
- Overseeing program activities with community partners and ensuring overall operational efficiency.
- Establishing and maintaining effective working relationships with CoastPride staff, community partners, and the public.
- Monitoring how allcove is recognized in the community.
- Providing strategic advice to the CoastPride Executive Director and Board of Directors.
- Other duties as assigned by the CoastPride Executive Director relating to youth participation issues, strategy, and initiatives.

MINIMUM REQUIREMENTS

- Bachelor's Degree, Masters preferred, and two or more years of relevant direct experience.
- Education and experience working with adolescents and young adults in a mental health or behavioral health related field.
- Group facilitation skills and ability to show tact, compassion, and intentionality.
- Strong community engagement skills, including sensitivity to working with marginalized groups.
- Proven track record in building and maintaining effective working relationships with a range of stakeholders such as young people, family members, parents, schools, and health professionals from other agencies.
- The ability to plan, implement, deliver, and evaluate community awareness projects and mental health literacy programs.
- Strong written and verbal communication skills, and ability to be concise and persuasive.
- Experience in social media as an outreach tool, including engagement, building content, profiling key features, calendaring of posts, and increasing overall exposure.
- Medium/Advanced computer skills, including experience with Microsoft Office Suite, Zoom, and an ability to learn new databases.
- Strong creativity, out of the box thinking, and overall analysis and problem solving skills.
- Exceptional customer service skills and attention to detail and followup.
- Ability to learn and uphold compliance with legal, financial, and CoastPride policies, as well as allcove licensing and contract requirements.
- Must clear a federal background check (paid for by CoastPride).
- Must complete four hours of mandated reporter training in accordance with CoastPride Policies.

PREFERRED SKILLS AND EXPERIENCE

- Experience working with Spanish-speaking, BIPOC, LGBTQIA2+, and refugee communities.
- Bilingual - Spanish and English.

PERSONAL ATTRIBUTES

- High levels of professionalism, diplomacy, confidentiality, and discretion.
- Commitment to continuous learning.
- Strong work ethic.
- Adaptability and flexibility to changing work environments and requirements.
- Reliable and results focused.

COMPENSATION AND BENEFITS

- This is a full time (40 hrs/week), exempt position.
- The salary range is \$70,000 - \$100,000.
 - This is a grant-funded position. Funding is currently secured through May 2026, with possible extension beyond that.
- Benefits
 - Medical, Dental, Vision benefits package offered
 - Paid Holidays
 - Work cell phone provided, plus \$50 stipend per month for service for that phone line
 - Work laptop provided

LOCATION

The Project Manager will be expected to work in person 5 days per week from the CoastPride Center, which is located at 711 Main Street, Half Moon Bay, CA, 94019. The CoastPride Center is wheelchair accessible and has an accessible, gender neutral bathroom.

The work location will likely move to allcove, once a location is identified.

HOURS

40 hours per week. CoastPride employees are generally expected to work between the hours of 10 am and 6 pm, although these hours can be modified, with the permission of the employee's supervisor, based on project and personnel needs.

OTHER DUTIES

Please note this job description is not designed to serve as a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Duties, responsibilities, and activities may change at any time, with or without notice.

To apply, please send your cover letter and resume to allcove@coastpride.org.

This position is open until filled.

CoastPride is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender, genderqueer people, people living with HIV/AIDS, people with disabilities, and bilingual and bicultural people.